

the **croft** academy

**COURSE BOOKING FORM**

NAME: .....

KNOWN AS: (If different from above): .....

ADDRESS: .....

.....

POST CODE..... DATE OF BIRTH.....

TELEPHONE: ..... E-MAIL: .....

OCCUPATION: .....

Are you currently taking any prescription medication such as anti-psychotics, anti-depressants, tranquilisers, lithium carbonate etc? If so, please state below type and dosage:

.....

Are you affected by any serious or disabling medical or psychological conditions?

.....

Why do you feel the need to take a course such as this one e.g. interest, career, helping others etc.?

.....

.....

Please reserve my place on the Professional Hypnotherapy Course which starts on Saturday 26 & Sunday 27 Sept 2009. Deposit £300.00 payable by cheque or bank transfer to Croft Academy and sent to 2 Sheppards Croft, School Aycliffe, Co. Durham, DL5 6TD. I also agree to abide by the terms and conditions as stated on the reverse of this form.

PRINT NAME: .....

SIGNED: ..... DATE: .....

## **TERMS & CONDITIONS OF ALL TRAINING PROGRAMMES**

- 1. All students must send in their completed booking forms and any deposit to the Croft Academy at the address stated on the previous page before the start date of any course or in accordance with any early booking payment schemes. Any exceptions to this must be agreed in advance and confirmed by the Head of Finance.**
- 2. Deposits, fees, paid either in part or in full, are non-refundable unless the particular course is cancelled by the Croft Academy. Exceptions may be made in certain circumstances, such as illness, bereavement etc. All such cases will be judged on their respective merits by the Head of Finance.**
- 3. If you are unsuccessful in your application to join the course of your choice, the Head of Finance may use their discretion and refund your deposit in full.**
- 4. Students paying course fees by installments are reminded that the Croft Academy reserves the right to withdraw study materials or suspend training for late or non-payment of fees. In the case of any actual or impending financial difficulty, please contact the Head of Finance to discuss your particular situation.**
- 5. Full payment of course fees entitles the student to receive all relevant course notes, audio CD's and any other appropriate supplementary material. This material is for the student's own use for the purpose of practising Hypnotherapy and is subject to copyright by either Terence Watts or the Croft Academy. As such, it may not be used for profit or gain without prior authorisation, for any other purposes other than the practise of Hypnotherapy.**
- 6. The Croft Academy reserves the right to exclude any student from their training courses at any stage if it is felt that they are not attaining an acceptable standard in their performance. This is measured against a wide range of skills, abilities and personal qualities which are required as the minimum standard for any practitioner or potential practitioner in the field of Clinical Hypnosis.**
- 7. Although every effort is made to provide accurate information on training courses and their content, we cannot always guarantee to do so. Therefore the Croft Academy reserves the right to amend or otherwise change any advertising, publicity or course materials if we feel it is appropriate to do so. The very nature of Hypnotherapy is one of constant change and we regularly review our training materials in the light of current best practice, thereby endeavouring to deliver the most appropriate and up to date training programmes.**
- 8. The Croft Academy has its own complaints procedure. Any student with a grievance should contact the Principal, in writing, detailing the nature of the grievance, the parties involved, and the manner of redress they are seeking. The Principal will take the necessary steps to investigate the validity of the complaint and seek a fair and just outcome that satisfies the needs of all parties. Disciplinary action may be instigated if found appropriate. Full details of this procedure are available on request.**
- 9. Your statutory rights under English Common Law remain unaffected by agreeing to these terms and conditions.**